



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.7.5	Subject: <b>ADMISSION AND DISCHARGE REPORTING SYSTEM</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3 and Attachments
Section 7: Releases/Placement	Effective Date: 07/01/08
Signature: /s/ Mike Ferriter, Director	Revised:

## **I. POLICY**

The Department of Corrections admission and discharge reporting system ensures that the placement and release information of all offenders under Department jurisdiction is documented, directed, and communicated in an accurate and expeditious manner.

## **II. APPLICABILITY**

All Department and contracted facilities and programs for adult offenders.

## **III. DEFINITIONS**

Admission/Discharge Report (ADR) – The mandatory reporting form completed by staff when offenders move from one program location to another.

Community Programs – Include prerelease centers; Connection Corrections; Passages; ISP; WATCH; MASC; Nexus; Elkhorn; START; TSCTC; and conditional release placements (see program and acronym descriptions under Section VII., References).

Contract Facility – A secure facility for adult males under Department contract.

DOC Commit – An offender who is sentenced to the Department, assessed at MASC or Passages' assessment/sanction center, and may be placed in a state prison or community program.

DOC Direct Commit – An offender who is placed directly into a community program.

Movement Sheet – A report, distributed to Department facilities/programs and affected agencies, that tracks and documents offender moves.

MSP Commit – An offender sentenced to the Montana State Prison.

MWP Commit – An offender sentenced to the Montana Women's Prison.

Program – Any prison, correctional facility, or community-based program operated under Department jurisdiction or contract.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. The Department of Corrections designated program staff will complete an electronic or hard copy Admission/Discharge Reporting form whenever an offender is admitted to or discharged from their respective programs ([see Attachment A](#)).

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2. Staff must ensure that the required information is immediately forwarded to the appropriate destination for timely entry and distribution.
3. Admission and discharge reporting does *not* include cell-to-cell moves within a unit or pod.
4. Staff from the MSP Classification and Placement Unit office will provide standardized ADR forms upon request to all programs that house offenders.

#### **B. Routing of ADR Forms**

1. The applicable program staff will comply with the routing process as outlined in the admission and discharge reporting matrix ([see Attachment B](#)).
2. The matrix includes the following steps in the mandatory reporting process:
  - a. offender moves that require completion of an ADR form;
  - b. who completes and forwards the form;
  - c. who completes the ACIS database entry; and
  - d. where and to whom the form is sent.
3. It is the responsibility of each facility and program administrator to ensure that staff record and report all offender moves in accordance with the provisions of this policy.

#### **C. Discharges from MSP, MWP, and Contracted Facilities**

1. MSP staff must send ADR forms electronically or by fax to the MSP Classification and Placement Unit office prior to 3 p.m. the day before the scheduled offender move (email: COR ADR/Movement; fax: 846-2953).
2. MWP staff must send ADR forms electronically or by fax to the MWP Movement Coordinator prior to 3 p.m. the day before the scheduled offender move (email: [gcowee@mt.gov](mailto:gcowee@mt.gov); fax: 247-5161).
3. Designated staff from contracted facilities must send ADR forms electronically or by fax to the MSP Classification and Placement Unit office prior to 3 p.m. the day before the scheduled offender move (email: COR ADR/Movement; fax: 846-2953).

### **V. CLOSING**

Questions concerning this policy should be directed to the MSP Technical Correctional Service Bureau or appropriate program administrator.

### **VI. REFERENCES**

The following list includes:

- Department and contracted programs using the ADR reporting system
- an explanation of acronyms used in the ADR reporting matrix ([see Attachment B](#))

ACIS – Adult Criminal Information System

BOPP – Board of Pardons & Parole

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DOC – Department of Corrections  
 Connection Corrections – contact Ed Foley  
 CD – Classification Decision  
 CPU – Classification & Placement Unit  
 DD – Disciplinary Decision  
 Elkhorn – contact Ed Foley  
 IPPO – Institutional Probation & Parole Officer  
 ISP – Intensive Supervision Program  
 MASC – Missoula Assessment & Sanction Center  
 MDIU – Martz Diagnostic Intake Unit  
 MSH-WS – Montana State Hospital, Warm Springs  
 MSP – Montana State Prison  
 MWP – Montana Women’s Prison  
 Nexus – contact Ed Foley  
 OLTC – On Leave to Custody  
 Passages – (ASC: Assessment & Sanction Center for female offenders; ADT: Alcohol/Drug Treatment; PRC: Prerelease Center)  
 PHC – Pre-hearing Confinement  
 PRC – Prerelease Center  
 RPC – Return to Previous Custody  
 START – Sanction, Treatment, Assessment, Revocation & Transition Center  
 TSCTC – Treasure State Correctional Training Center  
 WATCH – contact Ed Foley

## **VII. ATTACHMENTS**

Admission/Discharge Reporting Form (Attachment A)  
 Admission/Discharge Reporting Matrix (Attachment B)